



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov) | Fax: (775) 684-0122

**PERSONNEL COMMISSION**

**MEETING NOTICE**

**DATE:** Friday, March 10, 2017

**TIME:** 9:00 a.m.

**LOCATION:** Gaming Control Board                      Grant Sawyer State Building  
1919 College Parkway                      555 East Washington Avenue  
Carson City, Nevada 89701                      Suite 2450  
Las Vegas, Nevada 89101

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff and others flexibility to attend meetings in either Northern or Southern Nevada, handouts to the Commission on the day of the meeting might not be transmitted to the distant locations.

**Notice:** The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow public comment on a specific agenda item when the item is being considered.

**Agenda**

**I. Call to Order; Welcome; Roll Call; Announcements**

**II. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

**FOR POSSIBLE ACTION**

**III. Approval of Minutes of Previous Meeting:**

A. Held December 9, 2016 .....1-6

**FOR POSSIBLE ACTION**

**IV. Discussion and Approval of Addition or Removal of classes or positions approved for pre-employment screening for controlled substances and revisions to class specifications.....7-23**

A. The Department of Public Safety requests the removal/addition of the following classes/positions from the list for pre-employment screening for controlled substances:

1. Classes and positions requested for removal from the list of pre-employment screening for controlled substances:

- 2.210 Administrative Assistant IV, PCN: 4702-322
- 2.212 Administrative Assistant II, PCN: 4733-32
- 7.143 Accountant Technician I, PCN: 4733-30
- 7.902 IT Manager III, PCN: 4733-35
- 7.921 IT Professional IV, PCN: 4733-115
- 7.925 IT Professional III, PCN: 4733-46
- 7.926 IT Professional II, PCN: 4733-301
- 7.928 IT Technician VI, PCN: 4733-230, 4733-235, 4733-240
- 7.931 IT Technician V, PCN: 4733-220
- 7.940 IT Technician III, PCN: 4733-314, 4733-353
- 11.134 Fingerprint/Records Examiner II, PCN: 4709-32, 4709-60

2. Classes and positions requested for addition to the list approved for pre-employment screening for controlled substances:

- 2.210 Administrative Assistant IV, PCN: 4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043
- 2.212 Administrative Assistant II, PCN: 4702-32, 4709-8044, 4709-8045, 4709-8046, 4709-8048
- 7.143 Account Technician I, PCN: 4702-30
- 7.649 Program Officer I, PCN: 4702-322, 4709-8030, 4709-8036, 4709-8037
- 7.921 IT Professional IV, PCN: 4709-8032
- 7.925 IT Professional III, PCN: 4709-8033

**FOR POSSIBLE ACTION**

**V. Discussion and Approval or Denial of Individual Classification Appeals..... 24-30**

- A. Erik Reed, Right-Of-Way Agent 2  
Department of Transportation
- B. James Reynolds, Compliance/Audit Investigator 3  
Department of Employment, Training and Rehabilitation

**FOR POSSIBLE ACTION**

**VI. Discussion and Approval or Denial of Class Specification Maintenance Review ..... 31-50**

- A. Medical, Health & Related Services
  - 1. Subgroup: Health Related Services
    - a. 10.240 Quality Assurance Specialist Series
  - 2. Subgroup: Allied Therapies
    - a. 10.615 Speech Pathologist Series
- B. Social Services & Rehabilitation
  - 1. Subgroup: Employment Security Claims Examination & Placement
    - a. 12.133 DETR Business Process Analyst Series

**VII. Report of Uncontested Classification Changes Not Requiring Personnel Commission Approval per NRS 284.160 ..... 51-58**

- A. The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period; therefore the changes automatically went into effect.

Posting: #06-17

10.247 Health/Human Services Professional Trainee

Posting: #07-17

12.374 Family Services Specialist III

12.376 Family Services Specialist II

12.379 Family Services Specialist I

Posting: #08-17

7.801 Museum Director III

7.809 Museum Director II

7.810 Museum Director I

Posting: #09-17

7.139 Supervising Auditor II

7.145 Supervising Auditor I

7.148 Auditor III

7.154 Auditor II

7.164 Auditor I

Posting: #10-17

11.401 Chief Insurance Examiner

Posting: #11-17

11.239 Military Security Officer V

11.240 Military Security Officer IV

11.241 Military Security Officer III

11.242 Military Security Officer II

11.243 Military Security Officer I

Posting: #12-17

6.301 Manager II, Right-of-Way Survey Services-  
PLS

6.302 Manager I, Right-of-Way Survey Services

**VIII. Discussion and Announcement of Dates for Upcoming Meetings**

Next meeting scheduled for June 23, 2017; discuss/schedule the following meeting.

**IX. Commission Comments**

- X. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

**XI. Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, Nevada, 89101, or on our website [http://hr.nv.gov/Boards/PersonnelCommission/Personnel\\_Commission\\_-\\_Meetings/](http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/). To obtain a copy of the supporting material, you may contact Carrie Lee at (775) 684-0131 or [carrie.lee@admin.nv.gov](mailto:carrie.lee@admin.nv.gov).

Inquiries regarding the items scheduled for this Commission meeting may be made to Shelley Blotter at (775) 684-0105 or [sblotter@admin.nv.gov](mailto:sblotter@admin.nv.gov).

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701, no less than (5) five working days prior to the meeting.

Persons who wish to receive notice of meetings must subscribe to the Division of Human Resource Management LISTSERV HR Memorandums which can be found on the following webpage: [http://hr.nv.gov/Services/HRM\\_Email\\_Subscription\\_Management/](http://hr.nv.gov/Services/HRM_Email_Subscription_Management/). If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c) which states in part, "A request for notice lapses 6 months after it is made." Please contact Carrie Lee at (775) 684-0131 or [carrie.lee@admin.nv.gov](mailto:carrie.lee@admin.nv.gov) to make such requests.

Notice of this meeting has been posted at the following locations:

**Carson City**

Blasdel Building, 209 East Musser Street  
Nevada State Library & Archives Building, 100 North Stewart Street  
Nevada State Capitol Building, 101 North Carson Street  
Nevada Public Notice website: <http://notice.nv.gov>  
Division of Human Resource Management website: [www.hr.nv.gov](http://www.hr.nv.gov)

**Las Vegas**

Grant Sawyer Building, 555 East Washington Street